

Introduction

This chapter covers methods for collaboration through sharing and reviewing spreadsheets: simultaneous editing, recording changes, adding comments, reviewing changes, merging and comparing documents, saving, and using document versions.

Some menu commands are not available (grayed out) when sharing or change tracking are active.

Sharing spreadsheets

Sharing a spreadsheet allows several users to open the same file for editing at the same time. The spreadsheet needs to be on a shared drive, server, website, or similar. Some conditions must be met on operating systems with user permission management:

- The shared file needs to reside in a location which is accessible by all collaborators.
- The file permissions for both the document and the corresponding lock file need to be set so that all collaborators can create, delete, and change the files.

Consult your operating system's documentation for details on setting file permissions. See also "Opening and saving files on remote servers" in Chapter 1, *Introducing LibreOffice*, in the *Getting Started Guide*.



Tip

In order to correctly identify the changes, each collaborator should enter their name in **Tools > Options > LibreOffice > User Data** on the Menu bar.

Setting up a spreadsheet for sharing

With the spreadsheet open, choose **Tools > Share Spreadsheet** on the Menu bar to enable or disable sharing.

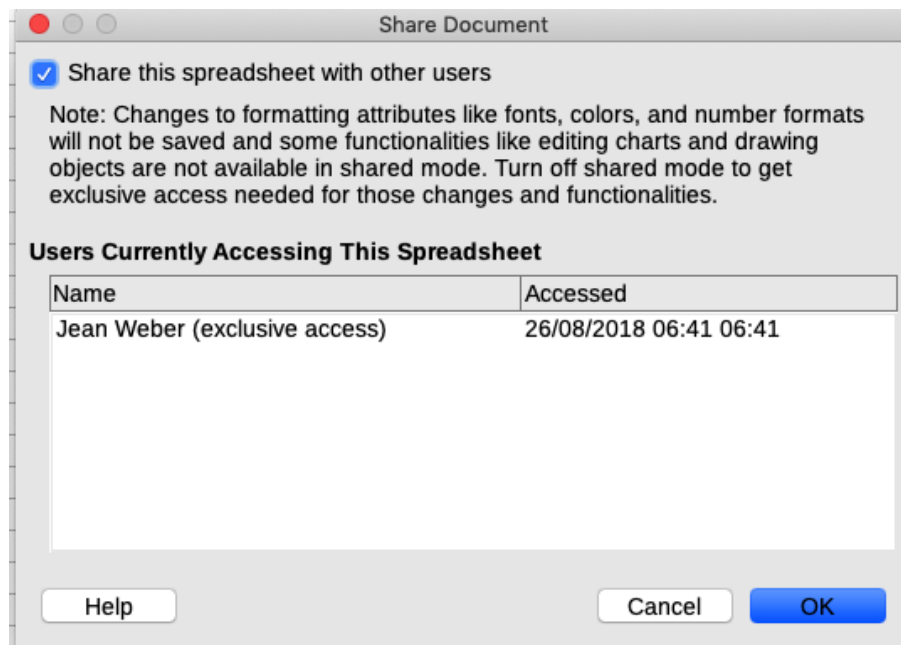


Figure 411: Share Document dialog

To enable sharing, select the checkbox at the top of the dialog (Figure 411) and click **OK**. If the spreadsheet has been saved previously, a message appears stating that you must save it to